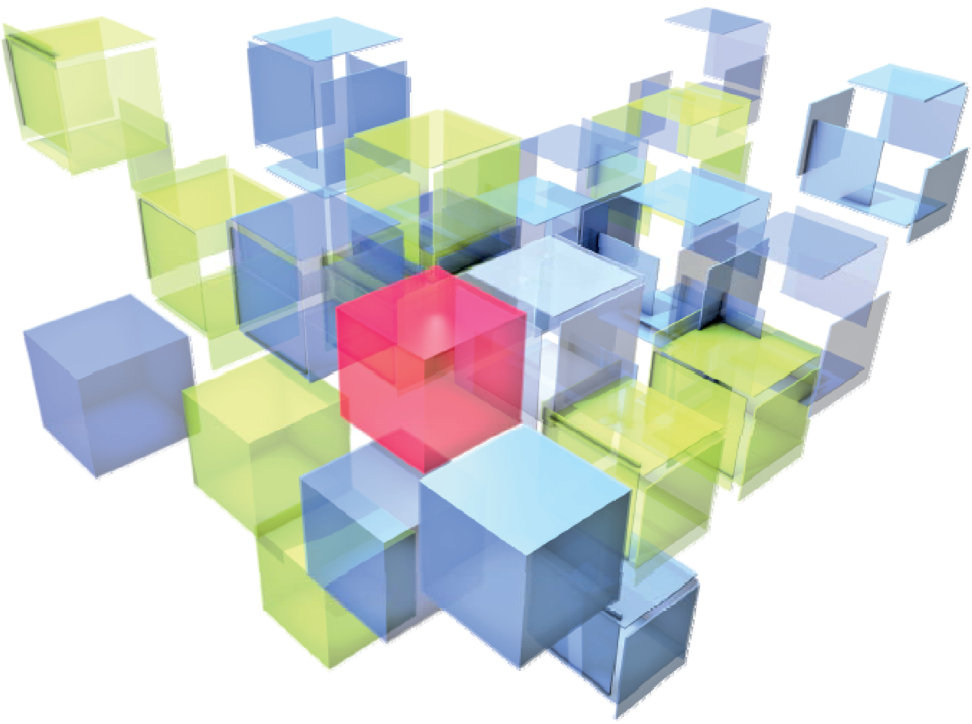
CCH CorTAX to Corporation Tax Data Conversion – User Guide

2013.2

CCH
a Wolters Kluwer business



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CCH CorTAX to Corporation Tax Data Conversion

This User Guide provides a brief overview of the conversion of client data from CorTAX into CCH Corporation Tax.

Installation

It is necessary to have installed CCH Corporation Tax 2013.2 including Hotfix 1 before downloading and installing the necessary additional files for the data conversion software.

CCH Corporation Tax 2013.2 and Hotfix 1 is installed using the Central Suite Installer. This ensures that all prerequisites are in place and that all the products for which you are licenced are installed in the correct sequence.

You can find out more about the Central Suite Installer from the support website:

http://www.CCH.co.uk/softwaresupport/2011/resources/central_suite_installer/index.asp

To install the conversion software please refer to the installation guide situated on the download page.

Housekeeping and pre-requisites

The data conversion will convert static data and brought forward values only. The data that is converted is set out in the “data converted” section.

Please ensure the following has been carried out prior to running the conversion program:

- Either make a backup copy of the Central database or confirm that you have a backup to which you are able to revert in the unlikely event it is necessary.
- Ensure that you have installed the latest version of corTAX, v15.0 before running the conversion.
- All cases to be converted have been rolled forward and a new period of account created that is up to twelve months in length. The software automatically creates a twelve month period and you can change this to a shorter period where appropriate.

  NOTE

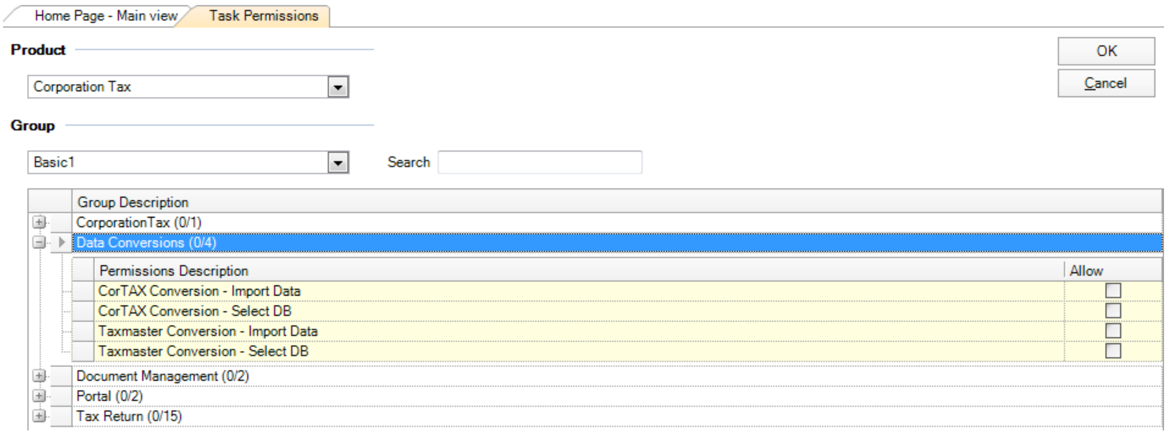
  However you should not make the period longer than twelve months. If the required period is longer than twelve months then you will need to create the period in CCH Corporation Tax and manually enter the brought forward figures losses and capital allowances etc.
- All cases being converted have a period of account with a start date on or after 1/4/2010. (CCH Corporation Tax does not encompass the ability to create a period of account prior to this date.)

Conversion set up

Task permissions

The selection of the database to convert and the running of the conversion routine are governed by the setting of task permissions relating to this area.

There are two task permissions relating to the CorTAX data conversion which can be seen by selecting **Maintenance>Security>Task permissions**. The task permissions are assigned to a given security group.



The default for each task permission is set to “not allow” a given security group to access the conversion database set up and the conversion of data.

If you wish to grant permission to a security group check the box alongside the tasks.

This then allows any employee who is a member of a security group to have access to the tasks relating to the data conversion.

Note: This means that any changes made to the location of the CorTAX database will affect all users of the data conversion routine.

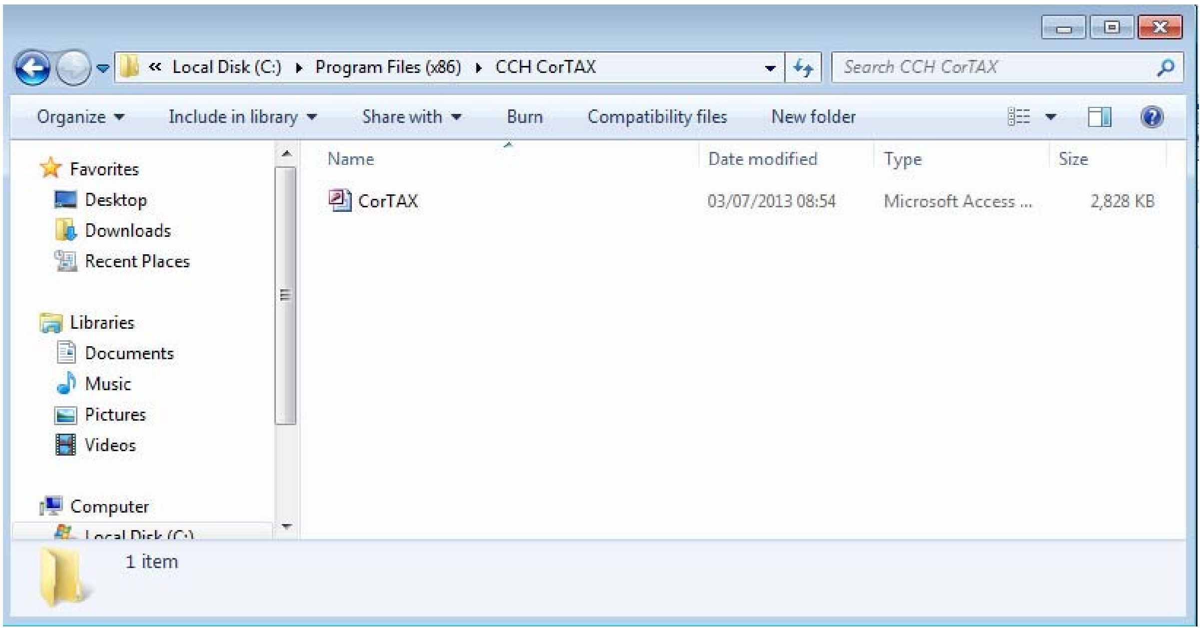
Database selection

To prepare the software to run the data conversion you will need to inform Central of the location of your CorTAX database.

If you have more than one database in either the same or a different location you will need to carry out the following set up steps before attempting to convert the data within each database.

To set up a database for conversion open CCH Central and select **Import data>Import CorTAX data>Import set up** from the menu option on the top toolbar.

Browse to the location of the database.



Highlight the database you want to connect to and click on **OK**.

The setup is now complete. Data can now be converted.

Data import

Once the database has been selected and you are ready to convert client data, select **Import data>Import CorTAX Data>Import client data** from the **Maintenance** menu**.**

A list of clients and associated periods of account will be listed. For information, the location path for the database being currently viewed cab seen at the foot of this window.

Client Search

☐	Client Code	Name	Period of Account	Client Exists	CT Data Exists
☐	A100	ABC Limited	01/01/2011 - 31/12/2011	☐	☐
☐	A101	A Holding Limited	01/01/2012 - 31/03/2013	☐	☐
☐	A102	Alveoli Investment Limited	01/05/2011 - 30/04/2012	☐	☐
☐	A103	Devil in the detail Ltd	01/07/2011 - 30/06/2012	☐	☐
☐	A104	Holistic Limited	01/09/2011 - 31/08/2012	☐	☐
☐	A105	Old Company	01/01/2010 - 31/12/2010	☐	☐

This window shows:

- All clients with the start and end dates of the last period of account
- Any client records that are greyed out represent cases where either
  - The periods of account start date is before 1/4/2010 or
  - The period of account is greater than 12 months
- The **Client exists** checkbox is checked where the client already exists in Central
- The **CT data exists** checkbox is checked where the client already exists in CCH Corporation Tax
- Ability to Search for an individual client record
- Client code and Name columns can be sorted ascending or descending alphabetically by clicking on the column header.

To proceed check the box to the left hand side of this window to select a client to import alternatively check the box in the column title and all clients in the list will be checked and ready for import.

Once all clients that are to be converted have been selected, click on the **Import** button at the foot of this window.

The next window will show the clients that were selected being imported.

Client Search

Client Code	Name	Period of Account	Import Status
A100	ABC Limited	01/01/2011 - 31/12/2011	Completed with Errors
A102	Alveoli Investment Limited	01/05/2011 - 30/04/2012	Importing
A103	Devil in the detail Ltd	01/07/2011 - 30/06/2012	
A104	Holistic Limited	01/09/2011 - 31/08/2012	

Import status

The Import status column will begin to show the status as the conversion routine progresses.

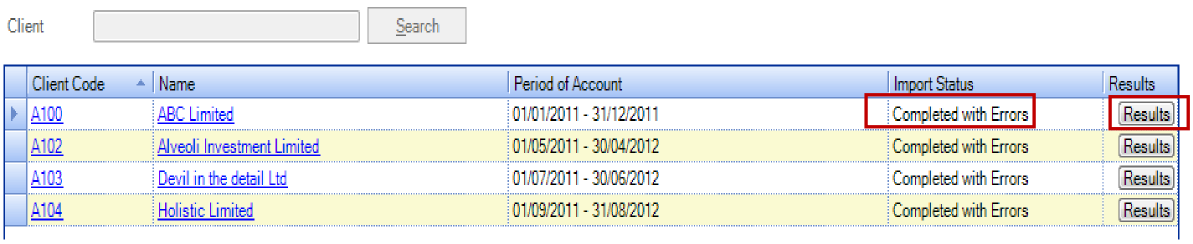
When the import routine is completed for those clients selected the **Import status** will change to one of the following:

- Completed
- Completed with errors

  These errors are usually where an individual item of data could not be converted
- Completed with warnings

  Warnings relate to items of data that cannot be imported due to differences in how the data is held in CCH Corporation Tax.

The results will be available to view indicated by a **Results** button in the **Details** column alongside each client.



Details

Click the **Results** button to view and print the details of the information converted. It will highlight any errors encountered during the conversion process by the use of red font to the text.

The client name is a hyperlink which provides direct access to the client record in Central and CCH Corporation Tax.

Data converted

The following sources of data are converted in the 2013.2 release of the conversion software.

Client static data	Additional fields	Notes/comments
Client code		
Client name		
Telephone number		
Registration number		
UTR		
Signatory name		
Signatory status		
Period of account start & end dates		

Trade information	Additional fields	Notes/comments
Trade		Creates a trade entitled "The Company's name"
Trade losses brought forward		
Leased cars	Description Make & model Retail Price CO2 emissions	Registration number will be shown as "Not supplied"
Capital allowances:		
General pool	WDV brought forward	
Special rate pool	WDV brought forward	
Expensive cars	Description WDV brought forward	
Short life assets	Description	Date of transfer out to Main Pool is not

	Date of acquisition WDV brought forward	always present in CorTAX. Review this after running the conversion.

Investment income/expenses	**Additional fields**	**Notes/comments**
Non trade interest payable	Description	
Non trade interest receivable	Description	
NTLR	Deficits b/fwd	
Management expenses	Excess b/fwd	
Capital gains	Losses b/fwd	Check the losses brought forward as CGT Losses pre CTSA in CorTAX are not always brought forward after the conversion.

Post conversion - points to note

It is recommended that all converted data is reviewed for validity following conversion. Please note the following points.

- Non Trade Loan Credits and Debits

  The non-trade loan relationship debit/credit is transferred across according to the entry made in the prior year. If there is only a description of the Non Trade loan relationship credit in the year prior to conversion then an error message will appear. Central requires that loan relationship credits and debits are entered on different screens.

- Trade commencement Date

  The trade commencement date is not converted to Central. A warning message will appear if the date of commencement of trade is earlier than the Period of Account start date.

- Results window

  It is not possible to access the results of the Data Conversion process once this screen has been closed.

- Conversion Process

  The conversion process will not overwrite any existing data held in Central.

- Investment Company with a Trade

  The conversion process, will only covert data for the trading activity. No management expense data will be converted.